



<b>For Office Use</b>
HR _____
RAC _____
Rec'd _____
Sec _____, Area _____, Lot _____

**EXTERIOR ALTERATION APPLICATION**

**Please mail, FAX, or deliver to:** Hickory Ridge Architectural Committee • 6175 Sunny Spring • Columbia, Maryland 21044  
 Phone: 410 730-7327 • FAX: 410 992-5843 • E-Mail: [hickoryridge@columbiavillages.org](mailto:hickoryridge@columbiavillages.org)

**CAUTION:** EXTERIOR ALTERATIONS BEGUN WITHOUT PRIOR APPROVAL OF THE ARCHITECTURAL COMMITTEE ARE IN VIOLATION OF THE COVENANTS AND AT THE APPLICANT'S OWN RISK. COPIES OF THE COMPLETE ARCHITECTURAL GUIDELINES ARE AVAILABLE AT THE VILLAGE OFFICE.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_ E-MAIL \_\_\_\_\_

(Check one in each group)

**NEIGHBORHOOD**

- Clary's Forest
- Clemens Crossing
- Hawthorn
- Sebring

**TYPE OF HOUSE:**

- Single Family, detached
- Townhouse
- Apartment or Condo.

**DESIGN:**

- Wood
- Aluminum
- Vinyl
- Brick

**COLOR:**

- House \_\_\_\_\_
- Trim \_\_\_\_\_
- Shutter \_\_\_\_\_
- Other \_\_\_\_\_

Processing of this application will normally take 30 days, although the Covenants allow up to 60 days for review. **Having read the instructions on the reverse side**, I have completed the application form in good faith, and it accurately represents the exterior alteration I propose to make. I understand that any approval is contingent upon work being completed in a workmanlike manner within **six months** of beginning construction.

\_\_\_\_\_  
 Owner's signature Date

If change applies to a <b>condominium</b> or <b>townhouse</b> , please complete this section:			
ASSOCIATION APPROVAL/DISAPPROVAL _____	Signature of officer _____	Date _____	Phone _____
(Circle One)			

**DESCRIPTION OF PROPOSED CHANGES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If more space is needed, use an additional page.

**INSTRUCTIONS TO THE APPLICANT:**

1. The following items **MUST** be attached for the application to be processed:
  - a. SITE PLAN - with dimensions showing lot boundaries, present structures and proposed changes
  - b. DRAWINGS - of proposed construction, including dimensions and elevations of all views. If drawings are larger than 11" X 17", submit in duplicate.
  - c. COLOR/MATERIAL SAMPLES – paint chip, roof, wall, trim, etc.
  - d. LIGHTING DESIGN - if appropriate
2. Approval of this application does not authorize violation of any provisions of the Howard County building and zoning codes. Obtain building permit information by calling 410-313-2455.
3. Approval by the Architectural Committee may also be subject to local association (such as townhouse or condo groups) covenants or restrictions. In most cases, the more restrictive criteria shall apply; therefore, it is the homeowner's responsibility to ensure compliance with all applicable restrictions.
4. Any approval is contingent upon work being completed in a workmanlike manner and in EXACT compliance with all terms and conditions of the approval unless an amendment is requested by the applicant and approved by the Architectural Committee.
5. Work must be completed within **six months** of the beginning of construction.

ACKNOWLEDGEMENT OF AFFECTED AND/OR ADJACENT PROPERTY OWNER:  
(at least two are desired; two are REQUIRED for the FAST TRACK process.)

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**NOTE:** YOUR SIGNATURE INDICATES AWARENESS OF INTENT, NOT APPROVAL OR DISAPPROVAL. IF YOU SHOULD HAVE ANY QUESTIONS CONCERNING THIS APPLICATION, PLEASE CALL THE COVENANT ADVISOR AT 410 730-7327. RESIDENT INPUT MAY BE GIVEN AT OPEN COMMITTEE MEETINGS.

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**FOR HICKORY RIDGE ARCHITECTURAL COMMITTEE USE ONLY**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ APPROVED WITH THE FOLLOWING PROVISIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ DENIED FOR THE FOLLOWING REASONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date of review

\_\_\_\_\_  
RAC signature

\_\_\_\_\_  
FAST TRACK Approval

.....  
ARCHITECTURAL COMMITTEE FINAL ACTION:

Note: If you disagree with the decision, according to Article VII, Section 7.01, of the Village Covenants, a written appeal may be made within ten days of receipt:

\_\_\_\_\_  
Date

\_\_\_\_\_  
AC signature

Covenant Advisor  
6175 Sunny Spring  
Columbia, MD 21044